

Internationalization Office Technician (3-year temporary contract)

The IBE seeks an Internationalization Office Technician to join its Research Grants Management Unit.

About the Institution

The **Institute of Evolutionary Biology (IBE)** is a joint institute of the **Spanish National Research Council (CSIC)** and **Pompeu Fabra University (UPF)**. IBE's research focuses on the processes and mechanisms that generate biodiversity, covering topics such as genetic and molecular evolution, population biology, complex systems biology, and the recovery of ancient DNA.

IBE is the only research institute in Catalonia and Spain dedicated entirely to evolutionary biology and is a reference in this field in Southern Europe. Around 130 people work at the IBE, distributed between its two neighbouring facilities at the [Barcelona Biomedical Research Park \(PRBB\)](#) and the [Mediterranean Center for Marine and Environmental Research \(CMIMA\)](#).

The Institute Research projects/grants management unit is in charge of planning and coordination of research grant applications, as well as grants management: compliance and regulatory oversight, administrative support to researchers, scientific and economic reporting, etc.

Responsibilities

- Active search and dissemination of new international funding opportunities aligned with the Institute's research lines.
- Supporting researchers in understanding the regulations and requirements of competitive funding calls.
- Individualized support to research groups in preparing proposals for international funding programs (project description, budget, documentation, etc.).
- Preparing and monitoring consortium and grant agreements.
- Institutional communication with international partners and other relevant stakeholders.
- Participation in coordination and follow-up meetings for international projects.
- Monitoring management indicators for the Internationalization Office.

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Doctor Aiguader 88
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Requirements

- University and master's degrees (or equivalent qualification).
- Fluency in English, Catalan, and Spanish (both written and spoken).
- Proven experience in research projects and grants management, particularly European Framework Programmes.

Additional Skills Valued

- Experience in grant research management in public organisations (Spanish system).
- Doctorate and/or research experience.
- Biological sciences background.
- Proficiency in office and digital communication tools.
- High motivation, teamwork skills, user-oriented approach, and results-driven mindset.

What We Offer

A full-time, 3-year temporary contract, renewable based on funding availability.

Start date: Expected March 2025.

Salary: Between €32,000 and €38,000 gross annually, depending on proven experience.

Location: Passeig Marítim de la Barceloneta 37-49, Barcelona.

Reference: IBE2024_redinter.

Application Process

Deadline (extended): February 20th 2025

Phase 1: Applicants must send an email to gerencia.ibe@csic.es with the subject line "IBE2024_redinter," indicating how they learned about the position (Twitter, LinkedIn, a colleague, etc.), and attach (1) their CV and (2) a cover letter describing their interest in the position.

Phase 2: Preselected candidates will be managed through the **Bolsa de Trabajo del CSIC**. Candidates with degrees obtained abroad must first process the corresponding **equivalence request**.